



California Fire & Rescue Training Authority. Sacramento

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Governing Council

Fire Chief Kim Zagaris, Chairperson
Deputy Chief Niko King
Deputy Chief Brian Shannon

California Governor's Office of Emergency Services
Sacramento Fire Department
Sacramento Metropolitan Fire District

*Asst. Chief Joe Gear
Executive Director*

CALIFORNIA FIRE AND RESCUE TRAINING AUTHORITY AT SACRAMENTO GOVERNING COUNCIL REGULAR MEETING January 17, 2019 – 4:00 PM

**California Exercise Simulation Center (CESC)
10545 Armstrong Avenue
Suite 320
Mather, CA 95655**

CALL TO ORDER (4:00 PM)

Council Chair Fire Chief Kim Zagaris called the meeting to order at 4:00 PM. Also, present: Deputy Chief Niko King, and Deputy Chief Brian Shannon. Staff: Executive Director Joe Gear, Council Clerk Lana Nielsen and an audience of 5.

PLEDGE TO THE FLAG

PUBLIC COMMENT ON AGENDA/NON-AGENDA ITEMS

CONSENT AGENDA

1. **Approval of Action Summaries:**
 - a. **September 20, 2018**

Council Action:

King/Shannon: Move to approve consent agenda
(AYES: Shannon, King, Zagaris)
Motion Passed

EXECUTIVE DIRECTOR REPORT (Gear)

The Executive Director will be out on medical leave effective January 18, 2019 for approximately 3 to 4 weeks. Chief Adam House will be the interim Director, with Cristy Jorgensen and Lana Nielsen facilitating the day to day operations of the CFRTA.

TRAINING REPORT (Gear)

1. **Training programs update – table attached**

2. JPA Additional Member agencies – report attached

In order to further discuss additional members joining the JPA it is the recommendation of the council that the following take place first:

- Update the Strategic Plan
- Metro Fire, Sac City Fire, and OES Chiefs meet to discuss expansion of the JPA
- Staff should review other JPA fee structures

FINANCE REPORT (Gear)**1. Status mid-year FY 2018/19 Budget – table attached****ACTION ITEM(S)****1. CFRTA Policy Manual (Gear)****Council Action:**

King/Shannon: Move to approve and adopt CFRTA Policy Manual changes

(AYES: Shannon, King, Zagaris)

Motion: Passed

2. CFRTA Conflict of Interest Policy (Gear)**Council Action:**

King/Shannon: Move to approve and adopt CFRTA Conflict of Interest Policy

(AYES: Shannon, King, Zagaris)

Motion: Passed

3. CFRTA Travel & Conference Policy (Gear)**Council Action:**

King/Shannon: Move to approve and adopt CFRTA Travel & Conference Policy

(AYES: Shannon, King, Zagaris)

Motion: Passed

GOVERNING COUNCIL QUESTIONS AND COMMENTS:

Announcements were made that Fire Chief Brian Marshall will be taking the position of Fire Chief at Cal OES effective February 4, 2019, and Mike Taylor would be taking the position as Director of Training for Sacramento City Fire. Chief Marshall will be joining the Governing Council Board in April 2019 and Assistant Chief Taylor will hold the position of Deputy Director of the CFRTA.

ADJOURNMENT

NEXT MEETING(S) - Location: California Fire & Rescue Training Authority
California Exercise Simulation Center (CESC)
10545 Armstrong Avenue. Suite 320, Mather, CA 95655
2019 Schedule, 4PM

Thursday, April 18, 2019

Thursday, June 20, 2019

Thursday, September 19, 2019

Posted on January 17, 2019 by:



Lana Nielsen, Council Clerk

CERTA SFT COURSES	Dates	Instructor	Max Enrollment	Total Enrollment	Registration cost	Member Agency Enrollment	Member Agency Rate	CDCR Enrollment	CDCR Rate	Actual Expenses	Actual Revenue	Actual Balance
Fire Inspector 2A.0718	7/9-7/10 18	Cooke	30	20	\$210	0	N/A	0	N/A	\$2,826	\$ 4,200	1,374.00
Fire Inspector 2B.0718	7/23-7/25 18	Cooke	30	22	\$256	0	N/A	0	N/A	\$3,589	\$ 5,632	2,043.40
Fire Inspector 2C.0818	8/6-8/7 18	Cooke	30	25	\$210	0	N/A	0	N/A	\$3,233	\$ 5,625	2,392.50
Fire Inspector 2D.0818	8/20-8/23 18	Cooke	30	27	\$305	0	N/A	0	N/A	\$4,595	\$ 8,235	3,639.90
Rope Rescue Technician.0818	7/16-7/20 18	Tech Rescue	24	20	\$520	15	\$475	0	N/A	\$7,949	9765	1,816.03
Driver Operator 1A.0918	9/10-9/14 18	Hoy/Tassone	20	23	\$350	4	N/A	0	\$393	\$5,273	\$ 8,050	2,777.30
Fire Investigation 1A.0918	9/10-9/14 18	Hauser	30	18	\$275	0	N/A	0	N/A	\$4,600	\$ 4,680	79.98
Trench Rescue Technician.0918	9/12-9/14 18	Tech Rescue	24	23	\$395	2	N/A	0	N/A	\$13,240	\$ 9,480	(3,760.02)
Driver Operator 1B.0918	9/25-9/28 18	Hoy/Tassone	24	25	\$350	4	N/A	1	\$393	\$5,106	\$ 8,793	3,687.23
Rescue Systems III	9/25-9/27 18	Tech Rescue	48	12	\$625	7	\$600	0	N/A	\$10,892	\$ 7,420	(3,472.06)
Fire Control 5.0918	9/25-9/26 18	Powell	48	10	\$125	1	N/A	0	N/A	\$1,238	\$ 1,250	11.64
Ethics.1018-Tracey Fire	10/1/18	Romer	30	18	\$130	0	N/A	0	N/A	\$1,426	2270	844.40
Instructor II.1018-Tracey Fire	10/2-10/5 18	Romer	20	11	\$290	0	N/A	0	N/A	\$2,889	2990	100.76
HazMat I.C.1018	10/2-10/3 18	Teague	40	11	\$150	8	\$75	0	\$153	\$1,539	\$1,050	(489.24)
Fire Inspector 1A.1018	10/8-10/10 18	Cooke	30	23	\$220	5	\$220	0	N/A	\$3,865	\$ 5,060	1,194.60
Firefighter Survival.1018	10/14-10/15 18	Aiello	30	6	\$225	0	N/A	2	\$175	\$917	\$ 1,250	332.56
Instructor I.1018	10/15-10/19 18	Romer	20	18	\$290	7	\$290	2	\$373	\$3,655	\$ 5,386	1,730.88
Fire Investigation 1B.1018	10/22-10/26 18	Hauser	30	20	\$275	0	N/A	0	N/A	\$4,709	\$ 5,500	791.40
Inspector 1B.1018	10/29-10/31 18	Cooke	30	27	\$210	0	N/A	0	N/A	\$3,995	\$ 5,670	1,674.90
Fireline EMT/Paramedic.1119	11/1-11/2 18	McKenney	20	16	\$150	5	N/A	0	N/A	\$2,406	\$ 2,400	(6.24)
Instructor II.1118	11/5-11/9 18	Romer	20	18	\$270	9	N/A	0	N/A	\$3,455	\$ 5,220	1,764.88
HazMatFRO.1118	11/12-11/13 18	Teague	40	18	\$150	7	\$75	2	\$228	\$1,379	\$ 2,781	1,401.72
Instructor I.1118	11/26-11/30 18	Romer	20	12	\$290	1	\$290	3	\$373	\$2,970	\$ 3,729	758.92
PHTLS.1218	12/1-12/2	EMS Cadre	24	5	\$225	2	\$0	0	N/A	\$2,218	\$ 450	(1,768.02)
Inspector 1C.1218	12/3-12/5 18	Cooke	30	21	\$210	2	\$210	0	N/A	\$3,507	\$ 4,410	902.70
Ethics.1218-3	12/3/18	Romer	30	22	\$120	1	\$120	0	N/A	\$1,742	\$ 2,640	897.60
RIO.1218 AM	12/5/18	SFT	50	49	\$190	14	\$190	0	N/A	\$7,391	\$ 9,310	1,918.84
RIO.1218-2 PM	12/5/18	SFT	50	48	\$190	3	\$190	0	N/A	\$7,240	\$ 9,120	1,879.68
Ethics.1218	12/6/18	Romer	30	28	\$120	8	\$120	0	N/A	\$2,234	\$ 3,360	1,126.40
Ethics.1218-2	12/7/18	Romer	30	25	\$120	6	\$120	0	N/A	\$2,020	\$ 3,000	980.00
Inspector 1D.1218	12/6-12/7 18	Cooke	30	19	\$175	1	\$175	0	N/A	\$2,745	\$ 3,325	580.30
Instructor II.1218	12/10-12/14 18	Romer	20	19	\$290	5	\$290	0	N/A	\$3,293	\$ 4,640	1,346.56
SFT Certification Exam.1218	12/17/18	SFT	40	31	\$80	3	\$80	0	N/A	\$2,498	\$ 2,480	(17.98)

CERTA SFT COURSES	Dates	Instructor	Max Enrollment	Total Enrollment	Registration cost	Member Agency Enrollment	Member Agency Rate	CDCR Enrollment	CDCR Rate	Actual Expenses	Actual Revenue	Actual Balance
Fire Inspector 1A.0119	1/7-9 19	Cooke	30		\$220				N/A			
HazMatFRO.0119	1/10-11 19	Teague	30		\$150				\$228			
Company Officer 2A.0119	1/14-1/18 19	Romer	32		\$325		\$260		\$475			
Chief Fire Officer 3A.0119	1/14-1/17 19	Michellini	25		\$325		\$250		\$379			
Fire Investigations 1A.0119	1/14-1/18 19	Hauser	20		\$350							
PHTLS.0119	1/19-20 19	Kennedy	20		\$225				N/A			
ICS 300.0119	1/22-1/24 19	Don Will	40		\$325		\$300		\$308			
Fire Inspector 1B.0119	1/22-24 19	Cooke	30		\$210				N/A			
Fireline Medic.0119	1/28-29 19	McKenney	20		\$150		\$150		N/A			
AH330.0119	1/28-1/30 19	Wagner	20		\$165							
Confined Space Awareness.0119	1/30/19	Tech Rescue	40		\$85				\$95			0.00
EMT.0219	2/5-4/13 19	EMS Cadre	25		\$1,400							
Company Officer 2B.0219	2/6-2/7 19	Romer	32		\$290		\$232		\$279			
Chief Fire Officer 3B.0219	2/6-2/8 19	Michellini	25		\$310		\$235		\$298			
PHTLS.0219	2/15-16 19	Kennedy	20		\$225							
Chief Fire Officer 3C.0219	2/25-2/27 19	Michellini	25		\$300		\$225		\$379			
Fire Inspector 2A.0219	2/25-26 19	Cooke	30									
PHTLS.0319	3/1-2 19	Kennedy	20		\$225							
Fire Inspector 1C.0319	3/4-6 19	Cooke	30		\$210							
Fire Inspector 1D.0319	3/7-8 19	Cooke	30									
AH330 Strike Team.Task Force Leader.0319	3/1-3/14 19	Wagner	20		\$165							0.00
ICS 400.0319	3/12-3/13 19	Don Will	30		\$250		\$225					
Chief Fire Officer 3D.0319	3/18-3/20 19	Michellini	25		\$300		\$225		\$379			
HazMat I.C.0319	3/21-22 19	Teague	30		\$150							
Driver Operator 1A.0319	3/25-3/29 19	Hoy/Tassone	20		\$360				\$393			0.00
Fire Inspector 2B.0319	3/25-27 19	Cooke	30									
Fire Inspector 2C.0319	3/28-29 19	Cooke	30									
EMT.0419	4/1-5/16 19	EMS Cadre	25		\$1,400							
PHTLS.0419	4/4-5 19	Kennedy	20		\$225							
Driver Operator 1B.0419	4/8-4/12 19	Hoy/Tassone	24		\$360				\$393			0.00
Company Officer 2E.0419	4/8-4/12 19	Wagner	32		\$340		\$268		\$475			
Fire Inspector 2D.0419	4/15-18 19	Cooke	30									
Fire Investigations 1B.0419	4/15-4/19 19	Hauser	20		\$350							

CERTA SFT COURSES	Dates	Instructor	Max Enrollment	Total Enrollment	Registration cost	Member Agency Enrollment	Member Agency Rate	CDCR Enrollment	CDCR Rate	Actual Expenses	Actual Revenue	Actual Balance
Confined Space Rescue Tech.0419	4/22-4/26 19	Tech Rescue	24		\$420		\$395		\$649			0.00
S339.0419	4/29-5/1 19	Wagner	40		\$165							
PHTLS.0519	5/2-3 19	Kennedy	20		\$225							
Company Office 2D.0519	5/6-10 19	Wagner	32									
Truck Academy Residential	5/13-17 19	Truck Cadre	20									
Company Officer 2C.0519	5/20-5/24 19	Mitchell	32									
Ethics.0519	5/22/19	Romer	30		\$120							
Fire Investigations 1C.0619	6/3-6/7 19	Hauser	20		\$350							
PHTLS.0619	6/14-15 19	Kennedy	20		\$225							
EMT.0719	7/8-8/2 19	EMS Cadre	25		\$1,400							
ACLS Renewal January	TBD	Johnson's EMS	8		\$155							0.00
PALS Renewal January	TBD	Johnson's EMS	8		\$155							0.00
S200 Initial Attack Incident Commander February	TBD	TBD	40		\$200							0.00
S230 Crew Boss Single Resource February	TBD	TBD	40		\$225							0.00
ACLS Renewal February	TBD	Johnson's EMS	8		\$155							0.00
PALS Renewal February	TBD	Johnson's EMS	8		\$155							0.00
S290 Intermediate Wildland Fire Behavior March	TBD	TBD	40		\$230				\$268			0.00
ACLS Renewal March	TBD	Johnson's EMS	8		\$155							0.00
PALS Renewal March	TBD	Johnson's EMS	8		\$155							0.00
Swiftwater Boat Technician March	TBD	TBD	24		\$625							0.00
Firefighter Survival April	TBD	TBD	10		\$225				\$175			0.00
LARRO April	TBD	Tech Rescue	24		\$265				\$435			0.00
ROSS Dispatcher	TBD	Chad Stokes	24		\$275							0.00
ACLS Renewal April	TBD	Johnson's EMS	8		\$155							0.00
PALS Renewal April	TBD	Johnson's EMS	8		\$155							0.00
RIO May	TBD	SFT	40		\$190							0.00
Rescue Systems I May	TBD	Tech Rescue	48		\$510				\$1,350			0.00
Instructor I May	TBD	Romer	16		\$290							0.00
ACLS Renewal May	TBD	Johnson's EMS	8		\$155							0.00
PALS Renewal May	TBD	Johnson's EMS	8		\$155							0.00
Swiftwater Boat Technician May	TBD	TBD	24		\$625							0.00
Instructor II June	TBD	Romer	16		\$290							0.00
Rope Rescue Technician June	TBD	Tech Rescue	24		\$520							0.00
A	B	C	D	E	F	G	H	I	J	K	L	M
CERTA SFT COURSES	Dates	Instructor	Max Enrollment	Total Enrollment	Registration cost	Member Agency Enrollment	Member Agency Rate	CDCR Enrollment	CDCR Rate	Actual Expenses	Actual Revenue	Actual Balance
Rescue Systems II June	TBD	Tech Rescue	48		\$645							0.00
ACLS Renewal June	TBD	Johnson's EMS	8		\$155							0.00
PALS Renewal June	TBD	Johnson's EMS	8		\$155							0.00
										\$130,635	\$159,171	28,535.52
				690								28,535.52

CALIFORNIA FIRE RESCUE TRAINING AUTHORITY

FY 2018/19 BUDGET

STATUS AS OF 12/31/2018

ACCOUNT TITLE		Revenue 2018/19 Budgeted	Revenue 2018/19 Actuals	Pct Received
Acct.	Annual Revenue:			
9410	Interest	2,500	907	36%
9531	Member Agency Contributions	800,000	800,000	100%
9569	State Aid Other Misc Programs (Grant Funding)	0	0	
9699	Other Training (Tuition Based)	410,520	166,559	41%
9790	Other/Misc. Revenues	528,035	108,789	21%
	Total Annual Revenues	1,741,055	1,076,255	62%
	PRIOR YEAR FUND BALANCE	657,069	657,069	
	TOTAL FUNDING SOURCE	2,398,124	1,733,324	72%
ACCOUNT TITLE		EXPENSES 2018/19 Budgeted	EXPENDED 2018/19 Actuals	Pct Received
	Annual Expenditures:			
1110	SALARIES & WAGES	962,707	298,256	31%
1220	FICA/MEDICARE	75,615	22,602	30%
1230	GROUP HEALTH INSURANCE	36,000	16,944	47%
1240	WORKERS COMPENSATION	40,366	17,398	43%
1250	UNEMPLOYMENT	800	0	0%
	TOTAL EMPLOYEE BENEFITS	1,115,488	355,200	32%
2005	ADV/LEGAL NOTICES	5,125	4,199	82%
2029	BUSINESS/CONF. EXP.	106,643	61,720	58%
2035	EDUCATION TRAINING SERVICES	585,729	132,151	23%
2036	EDUCATION TRAINING SUPPLIES	120,459	116,675	97%
2051	LIABILITY INSURANCE	30,000	7,500	25%
2076	OFFICE SUPPLIES	9,000	2,658	30%
2081	POSTAGE SERVICE	900	557	62%
2342	KITCHEN SUPPLIES	3,000	1,713	57%
	General Operating Expense	860,856	327,173	38%
2171	RENT LEASE OF REAL OR OTHER PROPERTY	68,618	18,244	27%
	Buildings & Grounds Expense	68,618	18,244	27%
2197	TECHNOLOGY	100,000	32,481	32%
	Technology Expenses	100,000	32,481	32%
2205	AUTOMOTIVE MAINT. SERVICE	92,000	4,752	5%
2275	RENTS/LEASES EQUIP.	16,500	3,242	20%
	Equipment Expense	108,500	7,994	7%
2505	ACCOUNTING/FINANCIAL	34,515	2,693	8%
2531	LEGAL SERVICES	10,000	0	0%
2591	OTHER PROF. SERV.	3,600	3,117	87%
	Professional Service Expense	48,115	5,810	12%

CALIFORNIA FIRE RESCUE TRAINING AUTHORITY

FY 2018/19 BUDGET

STATUS AS OF 12/31/2018

2899 OTHER OPERATING SERV.	50,000	253	1%
Special Departmental Expense	50,000	253	1%
TOTAL SERVICE & SUPPLY	1,236,089	391,955	32%
TOTAL BUDGET	2,351,577	747,155	32%

CASH BALANCE 1,013,856

RESERVE BALANCE 374,566

MOBEX RESERVE BALANCE 313,291

US&R RESERVE BALANCE 155,769